

**Custom Report: CIITS Roles Report:** This report was designed to provide a listing of staff and their corresponding custom roles within CIITS. All district staff with at least one CIITS custom role will display on this report. Staff may have multiple rows because they are receiving multiple custom roles. The report runs from live data, meaning any changes made in Infinite Campus will be reflected when the report is run again. The report includes the run date of the report, district number, district name, school number, school name, staff name, staff ID, CIITS role, and the start date of the district assignment to which the role is attached. The report is not sorted, but may be sorted in Excel after the report is run.

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**Pathway:** KY State Reporting > KDE Reports > CIITS Roles

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Report Sample:** Available as CSV report only.

Run_Date	District_Number	District_Name	School_Number	School_Name	Staff_Name	Staff_ID	CIITS_Role	Assignment_Startdate
6/16/2016	999	Disney World	0	Magic Kingdom Elementary School	Mickey Mouse	999_1111	CIITS District Leadership	8/14/2014
6/16/2016	999	Disney World	0	Animal Kingdom Middle School	Minnie Mouse	999_2222	CIITS School Leadership	8/1/2014
6/16/2016	999	Disney World	0	Epcot Alternative School	Donald Duck	999_3333	EDS - CIITS Manager	8/14/2014
6/16/2016	999	Disney World	0	Hollywood Studios High School	Daisy Duck	999_4444	CIITS School Analyst	7/1/2014

### Suggested report uses:

- Sort the report by the Staff\_Name column in Excel to list all roles for the same staff member together. Staff will be sorted by first name.
- Run this report to enable principals to verify that staff are receiving the proper CIITS roles.
- Rerun report after changes are made in Infinite Campus to ensure role updates are correct.

See the [Assigning Roles and Permissions through Infinite Campus](#) document on the [CIITS Login Support](#) page for more information.